

## Special Needs Planning Checklist

The following outline serves as a step-by-step guide to assist in developing an evacuation plan for students with Special Needs.

- ☐ Principal designates a Special Needs Coordinator or similar role to assume responsibility for constructing each plan. Assistance could come from Parents/Guardians, para-professionals, as well as the student.
- ☐ The Special Needs Coordinator should consult a schedule of each student's daily activities and classes that identifies when and where a student may be located each period of the day.
- ☐ A primary evacuation route is to be planned from each location the student is in during the course of the day. Provisions should be made to protect the student from bad weather, if necessary. Blankets and rain gear may be required, or arrangements made for out of building shelter.
- ☐ A secondary evacuation route is to be planned from each location as the primary route may be blocked by fire or other obstacle.
- ☐ A primary and secondary staff person is identified to assume responsibility for the evacuation process of each student that has a Special Needs Evacuation Plan. Equipment required to evacuate the student (i.e., evacuation chair, stair chair, or sling, etc.) should be identified.
- ☐ When appropriate, employ a "Buddy System" assigning each student another student to participate in the evacuation. When practical, the buddy system could include using mainstream students to assist with the evacuation of Special Needs student.
- ☐ Staff (and students when appropriate) walk through the evacuation plan to familiarize themselves with the process and identify any problems. The plan is revised and walked through again, if necessary.
- ☐ The written plan, including names of staff responsible for the evacuation of those students with Special Needs Evacuation Plans, student's name and floor plan of building, should be completed. This plan should include a transportation component. Copies should be distributed to the following stakeholders:
  1. Copy to BPUSD Risk Management representative.
  2. Copy to School Safety Coordinator at school site.
  3. Copy sent to staff responsible for evacuation at the site level.
  4. Copy given to all teachers who serve the student on a daily basis.
  5. Copy to the student for the parents and guardians to review.
  6. Copy to First Responders/Public Safety.
- ☐ Revise plan as necessary to address schedule changes due to new semester class schedule, etc.
- ☐ Post-event input should be solicited from teachers, instructor assistants, students trained in evacuation and students with disabilities and special needs.

## **Sample SNEP Template**

*To be updated on an annual basis or as necessary*

### **Special Needs Student -- Special Needs Evacuation Plan**

**Student Name:** \_\_\_\_\_

**Date Completed/Revised:** \_\_\_\_\_

**Disability:** \_\_\_\_\_

**Primary Teacher:** \_\_\_\_\_

**Special Needs Safety Coordinator:** \_\_\_\_\_

**Parent:** \_\_\_\_\_

**Doctor:** \_\_\_\_\_

**Medications and/or Allergies:** \_\_\_\_\_

**Insurance Information:** \_\_\_\_\_

**Type and Location of Evacuation Equipment:** \_\_\_\_\_

In the event of an emergency requiring the evacuation of the class and/or facilities, the following two staff members will be primarily responsible for this student's safe departure from the classroom:

<b>Start to End Time</b>	<b>Room</b>	<b>Primary Person</b>	<b>Backup Person</b>

This staff member will remain with the student at the pre-designated gathering area \_\_\_\_\_ until such time as reunited with parents/guardians or requested to return to normal activities. In the event the pre-designated evacuation point is considered unsafe, this student will be directed to \_\_\_\_\_ (backup).

**Special Instructions:**